

M e m o r a n d u m

Date: January 8, 2010

To: Madera Area

Attention: Lieutenant D. A. Paris

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.17044.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Madera Area was conducted on May 5, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on November 17, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 416 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total sample size of 55 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	176	42.31%	22.85	23
Telecommunications	146	35.10%	18.95	19
Fleet	19	4.57%	2.47	3
Weapons	75	18.03%	9.74	10
Total	416			55

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 51 of the 55 items were located. One item could not be located (Laptop Computer), two items were transferred out of the command, and one item was unavailable for inspection due to the employee being on a regular day off. Furthermore, five of the 51 items inspected require a correction be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 38 of the 50 items reconciled. One item was not listed on any of the OPI inventory lists (Digital Recorder). An asset number could not be located on the Digital Recorder and there was no record of the item in the database. The remaining 11 items require a correction be made to the property record. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Madera Area
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January 8, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Central Division
Fiscal Management Section
Telecommunications Section
Office of the Academy
Office of Inspections, Audits Unit

ATTACHMENT A



**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
MADERA - 450
November 17, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
LAPTOP	145939	X					See attached e-mail correspondence dated 8/31/09.
Digital Recorder, Honeywell (used for Area camera system)			X				Item located on-site. No asset number and no record in database by serial number.
Mobile Repeater	R45563			X			Item taken out of vehicle 1248513 and located in ASM office.
Mobile Repeater	R45878			X			Item located in vehicle 1288868.
Mobile Repeater	R46420			X			Item located in vehicle 1270436.
Mobile Repeater	R46887			X			Item located in vehicle 1249993.
Control Head - Mobile	R57630			X			Item located in vehicle C2987P/1223824.
Scanner	R58988				X		Item transferred to Fleet Operations Section, signed CHP 57 attached.
Hand-Held Radio	R69267				X		Employee transferred to Oakhurst Area effective September 1, 2008. See attached transfer list.
Mobile Radio	R40715			X			Item located in vehicle 1270436.
Mobile Radio	R43067			X			Item located in vehicle 1249993.
Mobile Radio	R43606			X			Item located in ASM office.
Mobile Repeater	R45187			X			Item taken out of vehicle C2987P and located in ASM office.
Mobile Repeater	R45762			X			Item located in ASM office.
Mobile Repeater	R46728			X			Item taken out of vehicle 1248513 and located in ASM office.

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
MADERA - 450
November 17, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Scanner	R50360			X			Item taken out of vehicle 1240104 and located in ASM office.
Control Head - Mobile	R82069			X			Item located in ASM office.
Control Head - Mobile	R90002			X			Item taken out of vehicle C2987P and located in ASM office.
Control Head - Mobile	R95262			X			Item located in ASM office.
Control Head - Mobile	R97071			X			Item located in vehicle 1248513.
						X	Employee "off" will return 11/21/09.

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
MADERA - 450**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	105884	PRINTER/FOR PAS DEVICE	939950048	X				
2	122052	PRINTER	JPBTM00822	X				
3	124535	BREATH ANALYZER	050789	X				
4	126632	CAMERA	3732596	X				
5	126634	DIGITAL CAMERA	KCKAV24201135	X				
6	131129	RADAR VEHICLE MOUNTED		X				
7	137625	HAND HELD RADAR UNIT	AS001269	X				
8	139527	PRINTER	CNGXD01620	X				
9	142373	DVD PLAYER		X				
10	142762	TIRE CHANGER		X				
11	144254	DIGITAL CAMERA	J62208362	X				
12	145138	PRINTER	CNGXC37283	X				
13	145935	LAPTOP	0037069359	X				
14	145939	LAPTOP	0037069489		X			See attached e-mail correspondence dated 8/31/09.
15	148215	LAPTOP	0037263880	X				
16	148321	LAPTOP	0037263772	X				
17	149456	COMPUTER	2UA7100T1B	X				
18	151781	COMPUTER	2UA7260V3F	X				
19	152939	CAMERA	4422141899	X				
20	152941	CAMERA	4422141898	X				
21	164017	COPIER / PRINTER NETWORKED DIGITAL MULTI-FUNCTIONAL	96000841	X				
22	AF01262	CAMERA	LZC94951932C	X				
23	XAA028	RADAR SPEED CALIBRATION SYS P036202	SP005417	X				

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
MADERA - 450**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST								
1	110683	RADAR TRAFFIC MOUNTED	041214	X				
2	120517	RADAR, VEHICLE	046760	X				
3	130622	ROUTER	JMX0724L2RK	X				
4	145829	SWITCH	FOC1026X1R8	X				
5	160504	COMPUTER	MXL8231B84	X				
6	162078	SCANNER	CN81KA0074	X				
7	163189	FASCIMILE MACHINE	EHE9490029	X				
8	164518	Uninterruptable Power Source	AS0820122438	X				
9	164519	Uninterruptable Power Source	AS0820131719	X				
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)								
1	Digital Recorder, Honeywell (used for Area camera system)		1349006560			X		Item located on-site. No asset number and no record in database by serial number.

LEGEND

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ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
MADERA - 450**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT											
1	R42343	Mobile Radio			9541104	X					
2	R42576	Mobile Radio	3QKM952		9540983	X					
3	R45563	Mobile Repeater	1248513		7639482	X				X	Item taken out of vehicle 1248513 and located in ASM office.
4	R45878	Mobile Repeater	1270950		7736349	X				X	Item located in vehicle 1288868.
5	R46420	Mobile Repeater				X				X	Item located in vehicle 1270436.
6	R46887	Mobile Repeater				X				X	Item located in vehicle 1249993.
7	R56152	Scanner	C2987P	1223824	55003096	X					
8	R57630	Control Head - Mobile	1248513			X				X	Item located in vehicle C2987P/1223824.
9	R58988	Scanner	1239691		55009617				X		Item transferred to Fleet Operations Section, signed CHP 57 attached.
10	R62005	Hand-Held Radio	17490	MM 08-095	402AWUF170	X					
11	R62169	Hand-Held Radio	18361	MM #08-044	402AWW6063	X					
12	R63737	Hand-Held Radio	10759	MM 08-103	402AWY1462	X					
13	R66959	Hand-Held Radio	13962	MM 08-084	402AXA3780	X					
14	R67476	Hand-Held Radio	16950	MM 08-040	402AXA4194	X					
15	R69267	Hand-Held Radio	15905		402AXE7787				X		Employee transferred to Oakhurst Area effective September 1, 2008. See attached transfer list.
16	R71663	Analyzer/Conditioner - Radio		076t		X					
17	R79603	Remote Console			1015	X					
18	R95284	Control Head - Mobile	1289025			X					
19	R98045	Control Head - Mobile	1289093			X					

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CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
MADERA - 450

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST											
1	R37306	Public Address Amplifier				X					
2	R40715	Mobile Radio	1248513		9523439	X				X	Item located in vehicle 1270436.
3	R42551	Mobile Radio	1288868		9541325	X					
4	R43067	Mobile Radio			9542191	X				X	Item located in vehicle 1249993.
5	R43606	Mobile Radio				X				X	Item located in ASM office.
6	R45187	Mobile Repeater	C2987P			X				X	Item taken out of vehicle C2987P and located in ASM office.
7	R45762	Mobile Repeater			7741422	X				X	Item located in ASM office.
8	R46728	Mobile Repeater	1248513		7736439	X				X	Item taken out of vehicle 1248513 and located in ASM office.
9	R46937	Mobile Repeater				X					
10	R50360	Scanner	1240104		5001028	X				X	Item taken out of vehicle 1240104 and located in ASM office.
11	R54453	Scanner	1289025		45006851	X					
12	R59438	Telephone System				X					
13	R70008	Base Station - rack type			1589969	X					
14	R73569	Fixed Receiver - rack type			1590328	X					
15	R73570	Fixed Receiver - rack type			1585113	X					
16	R79729	Telephone System				X					
17	R82069	Control Head - Mobile				X				X	Item located in ASM office.
18	R89253	Control Head - Mobile				X					
19	R90002	Control Head - Mobile	C2987P			X				X	Item taken out of vehicle C2987P and located in ASM office.
20	R95262	Control Head - Mobile				X				X	Item located in ASM office.
21	R97071	Control Head - Mobile				X				X	Item located in vehicle 1248513.

LEGEND

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ATTACHMENT D

COMMAND	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL
450	1240104	1240104	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
450	Y 1248337	1248337	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
450	Y 1248513	1248513	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
450	Y 1248554	1248554	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
450	1249993	1249993	PRIMARY COLLISION FACTOR	2007	FOR	CRNVIC
450	Y 1270436	1270436	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
450	1270467	1270467	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
450	1270950	1270950	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
450	Y 1288668	1288668	PRIMARY COLLISION FACTOR	2008	FOR	CRNVIC
450	Y 1288957	1288957	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
450	Y 1288996	1288996	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
450	Y 1289025	1289025	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
450	Y 1289093	1289093	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
450	Y 30RM952	5NFB484	COMMANDER VEHICLES	2007	FOR	CRNVIC
450						
450	Q2592E	11B4363	MOTOR CARRIER VEHICLES	2003	DOD	RAMVAN
450	Y Q2670E	1171697	MOTOR CARRIER VEHICLES	2004	FOR	VAN
450	Y Q2987P	1223824	MRE 2M4	2007	DOD	PU
450	T422X	1283509	TRAILERS	2008	NATL	MESSAGE/RADR

If the vehicle has been transferred - attach CHP 57 form

VERIFIED BY: _____ DATE: _____

COMMANDERS SIGNATURE : _____

ATTACHMENT E

ATTACHMENT E

November 5, 2009

Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

Y

Y

Y

EMPLOYEE ON BACK, BACK 11/21/09

Department of California Highway Patrol
Complete Area Inventory
450 - Madera

November 5, 2009

[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	

Issued to officer: [REDACTED]

Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

Issued to officer: [REDACTED]

Officer Issued Weapons Total: [REDACTED]

Area Issued Weapons

Ser#

Control#

Comments

Issued to Area/Division

Ser#

Control#

Comments

Complete Area Inventory

450 - Madera

November 5, 2009

Y [redacted]

Y [redacted]

[redacted]

Y [redacted]

Y [redacted]

Y [redacted]

[redacted]

Y [redacted]

Y [redacted]

Y [redacted]

[redacted]

Y [redacted]

Issued to Area/Division: [redacted]

Ser#

Control#

Comments

[redacted]

[redacted]

Issued Short BBL SG

Ser#

Control#

Comments

[redacted]

[redacted]

[redacted]

Ser#

Control#

Comments

[redacted]

[redacted]

[redacted]

Issued to Area/Division

Ser#

Control#

Comments

[redacted]

[redacted]

[redacted]

Issued to Area/Division: [redacted]

Complete Area Inventory

450 - Madera

November 5, 2009

(202) Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Issued to Area/Division:

[REDACTED]

Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]
[REDACTED]
[REDACTED]

Issued to Area/Division:

[REDACTED]

Area Issued Weapons Total:

[REDACTED]

Area Grand Total:

[REDACTED]

OTHER SUPPORTING DOCUMENTS

450-1

From: Chris Thomas
To: Tom Shepard
CC: Jeff Wulff; Vincent Smith
Date: 8/31/2009 11:03 AM
Subject: Missing MDC

Sgt. Shepard,

Just a recap on the telephone conversation we had today. Out of the four MDC computers your Area has shipped to Quanta for repair, you have received three. The three CHP tag numbers you have received are 145933, 145931 and 145940. Currently you state you have not received 145939 as of yet.

Quanta reports that MDC shipped to IMD with UPS tracking number 1Z0085RV0344252130. According to UPS, that was delivered here on 07/28/2009. Our current procedures dictate we would have opened the box, verified the CHP tag number, resealed the box and put a routing slip on it. The box would then be shipped out by the mail room. Unfortunately, there would not be a tracking number assigned.

If you have not received the computer by the time the annual inventory comes out, a 216 will need to be prepared as lost in transit. I'm sorry I haven't got any other ideas. When I checked that computer's history, it hasn't been logged in since 09/20/2008. I can check that again during your inventory just to verify it is not in use by another Area.

Chris

Chris Thomas
Officer, #16272
MDC Support Unit
Information Technology Section (041)
2200 X Street, Suite 100
Sacramento, CA 95818-2502
(916) 453-3950
(916) 455-1329 FAX

New address & Telephone effective 09/14/2009:

601 North 7th Street
Sacramento, CA 95811-0208
(916) 843-4120
(916) 843-4295 FAX

450-2

VEHICLE NR:		1239691	
YEAR:	2006	LICENSE NR:	1239691
MAKE:	FOR	REPLACES VEHICLE:	1160855
MODEL:	CRNVIC	VIN:	2FAHP71W26X140917
CLASS CODE:	ES	DATE PLACED IN SERVICE:	10/04/2006
DEALER STOCK NR:	FL8300	FUEL CARD #:	886759

E Q U I P M E N T

ITEM:	DESCRIPTION:
A RADIO - CHIP	R-42490
A RADIO CONTROL HEAD	R-85690
A REPEATER	R-46440
A SCANNER	R-58988
ANTENNA - COMPUTER - BARRIER	
BASE LOAD ANTENNA	
CABLE - MAIN RADIO	
CABLE - COMPUTER DAT	
CAMERA WIRING	1ST GENERATION
CONSOLE	
DECALS	
DOCKING STATION	
DUAL GUN LOCKS	
EXEMPT LICENSE PLATE	
EXTERNAL JUMPER PLUG	
FIRST AID KIT	
MAPLIGHT	
PRISONER RESTRAINT E	
PUSH BUMPER	
RADIO/SIREN INTERFAC	
REAR MAPLIGHT	
REPEATER ANTENNA	
ROOF NUMBERS	
SECOND EYE BOLT	
SIREN	
SPOTLIGHT LEFT CLEA	
SPOTLIGHT RIGHT CLE	
STALKER RADAR WIRING	
VISION ROOFLIGHT	
WIG WAG FLASHER	

COPY OF SIGNED 57
Area: 250
Date: 3/4/09

COMMENTS:
08-1156

ASSIGNED TO LOCATION: 450

RECEIVED BY: Julie Ann Rouleau
(Signature)

PRINT NAME: Julie Ann Rouleau

ID NUMBER: A13909

DATE: 3/4/09

108,225
ODOMETER: 107832

TRANSFERRED FROM LOCATION: 450

DELIVERED BY: Steve Cuthman
(Signature)

PRINT NAME: Steve Cuthman

ID NUMBER: A13909

DATE: 3-4-9

----- End of Report -----

450-3

From: Judy Chavez
To: AIMS_ALL
Date: 5/19/2008 8:36 AM
Subject: Transfers -- PAGE 7 OF 7 - OFFICER VOLUME TRANSFER (CONTINUED)

CHP2 00022 05/19/08 08.35.42
 PRS5 00022 05/16/08 16.24.17

N 001 ALL COMMANDERS
 FISCAL MANAGEMENT SECTION - TRAVEL & REVOLVING FUND AND PAYROLL UNIT

RE: OFFICER VOLUME TRANSFER (CONTINUED)

EFFECTIVE & REPORTING
 9/1/08. JJ

PAGE 7 OF 7

NAME AND I.D. NUMBER	FROM	TO
TURNER, D.G. #8788	685 TEMECULA	686 RAINBOW INSPECTION FACILITY
TWEDT, B.M. #17590	530 SOUTH LOS ANGELES	650 OCEANSIDE
VARNER, P.D. #15905	450 MADERA	456 OAKHURST
VITUCCI, D.M. #18226	461 LOS BANOS	435 FRESNO
WALKER, B.A. #17316	530 SOUTH LOS ANGELES	424 GRAPEVINE FACILITY (ONE-YEAR ASSIGNMENT)
WALKER, B.T. #18064	720 SANTA CRUZ	126 GARBERVILLE
WALTON, V. #17563	530 SOUTH LOS ANGELES	840 RIVERSIDE
WASSON, D.W. #18525	530 SOUTH LOS ANGELES	345 HAYWARD
WATSON, C.M. #18259	340 SAN JOSE	465 MODESTO
WHELAN, S.J. #14267	840 RIVERSIDE	685 TEMECULA
WHITE, K.R. #18424	350 MARIN	370 OAKLAND
WILLIAMS, C.F. #18180	535 EAST LOS ANGELES	670 WESTMINSTER
WILLIAMS, K.R. #16043	630 INDIO	834 NEEDLES
WIRTH, T.M. #18166	590 CENTRAL LOS ANGELES	680 EL CAJON
WOOD, B.K. #17693	150 UKIAH	360 SANTA ROSA

* CERTIFIED BILINGUAL

THE TRANSFER BOOKS FOR CALIFORNIA HIGHWAY PATROL OFFICERS WILL REOPEN ON 05/20/2008.